

**PAROLE AGENT I**  
**JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Study:** July 23 – 27, 2001

**Collective Bargaining Identification:** R06

**Job Analysis Conducted By:** Marian Dilley, Staff Service Manager I  
Fred Freeman, Staff Service Analyst

**Number of Incumbents:** Per Department of Corrections Filled/Vacant Position  
Report dated June 29, 2001 there are 1,534.86 incumbents  
in this classification.

**Subject Matter Expert(s):**

Greg Huerta	Parole Agent I, Metro Parole Unit, Region I
James Mitchell	Parole Agent I, Hanford Parole Unit, Region I
David Zaragoza	Parole Agent II, Santa Maria Unit, Region II
Paul Mena	Parole Agent III, San Jose Parole Unit, Region II
Eddie Giron	Parole Agent II, Region III
Mildred Rucker	Parole Agent II, Region III
John Naghshineh	Parole Agent I, San Bernardino 2, Region IV
Patricia Mims	Parole Agent I, El Canjon, Region IV

The above subject matter experts remained the same during the entire job analysis process.

## **INFORMATION GATHERING**

### **PAROLE AGENT I**

The initial list of task statements and the initial list of knowledge, skills and abilities statements were identified after conducting a literature review which consisted of the following: The State of California Personnel Board Class Specification for Parole Agent I, Adult Parole (Revised 12/17/91), Job Analysis for Parole Agent I and II, conducted by Lynn L'Ecluse of L'Ecluse Vocational Options Consulting and information obtained from the Parole Service Associate Job Analysis conducted by the Personnel Examining Job Analysis Unit.

Other searches consisted of duty statements and Internet websites searches for Washington State, Arizona State and Texas State Personnel Job Listing; however, no information was obtained and used in this job analysis.